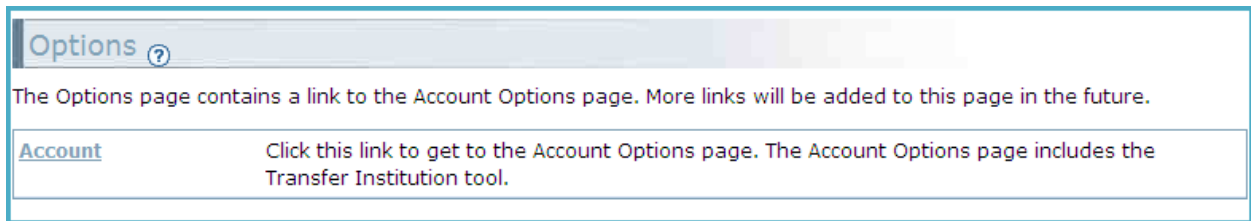


## Transferring Institutions

To change to a new institution (district or ESC), choose **Options** --> **Account**. (Found on the left-side of the menu.)



Choose **Leave current institution** or **Submit a Transfer Institution request**.


A screenshot of a web form titled 'Transfer Institution' in a blue tab. The form contains a yellow warning icon with an exclamation mark. To the right of the icon, the text reads: 'Use this tool to submit a request to change your current institution. Transfer Institution requests should only be sent when an Epsilon member will be permanently leaving the current institution and becoming a member of a new one. This request triggers an email that is sent to the institutional administrators at both the current and the destination institutions.' Below this, another line of text states: 'Leave current institution requests will automatically place the member into the My Epsilon institution, which is not affiliated with any educational entity.' There are two radio button options: 'Leave current institution' and 'Submit a Transfer Institution request'. At the bottom left, there is a 'Submit' button.


If the **Leave current institution** option is chosen (without a definite new destination in mind), the following screen will be presented:

A screenshot of a web form titled 'Transfer Institution' with a 'Confirmation' dialog box overlaid. The dialog box has a title bar with 'Confirmation' and a close button. The main text inside the dialog box asks: 'Are you sure you want to leave your current institution?' in red. At the bottom right of the dialog box, there are two buttons: 'Yes' and 'No'. In the background, the 'Transfer Institution' form is visible, showing the 'Leave current institution' radio button selected. The top right corner of the background form shows 'Current Institution: Epsilon Demo'.

If the request to leave the current institution is confirmed, you will be informed that your account is now affiliated with “My Epsilon”, a default institution for Epsilon members who are unaffiliated with an institution.

Transfer Institution

 Your Epsilen account is no longer affiliated with Epsilen Demo.




Your current institution is My Epsilen. This institution was created as a default institution for Epsilen members who are unaffiliated or whose institution has not purchased an Epsilen license. Use this tool to submit a request to change your current institution from My Epsilen to a licensed institution. Keep in mind that submitting a Transfer Institution request triggers an email to the administrator of the destination institution.

☒ Submit a Transfer Institution request

**Institution (Licensed Only):** None \* [\( Change \)](#)

If the **Submit a Transfer Institution request** is chosen, you will be prompted to search and choose the institution you are moving to. Click **Change**.

Transfer Institution



Use this tool to submit a request to change your current institution. Transfer Institution requests should only be sent when an Epsilen member will be permanently leaving the current institution and becoming a member of a new one. This request triggers an email that is sent to the institutional administrators at both the current and the destination institutions.

Leave current institution requests will automatically place the member into the My Epsilen institution, which is not affiliated with any educational entity.

☐ Leave current institution

☒ Submit a Transfer Institution request


**Institution (Licensed Only):** None \* [\( Change \)](#)


Institution(s) Search ?

» [Close Window](#)

Search for Epsilen Institution(s).

**Search For:**  \*

Institution Name	Prefix	Action
AUSTIN ISD	TX227901	

 Click to select this institution

You will be a member of “My Epsilen” until the institution admin at the new institution approves your transfer.